

Public Safety Group  
Civil Defense and Security Series

**GUARD**  
01/79

**CHARACTERISTICS OF THE CLASS:**

Under general supervision, stands guard or patrols an assigned area to protect City property during assigned shift; and performs related work as required.

**EXAMPLES OF DUTIES:**

Patrols assigned area or stands at post to prevent theft, violence, or vandalism; reports irregular activities or expels violators.

Permits authorized persons to enter property; observes departing personnel to guard against theft.

Opens and closes buildings and facilities; checks and secures doors, windows, and gates.

Maintains records of activities, exhibits and attendance.

Answers questions and gives directions as requested.

Performs minor maintenance and custodial work as required.

**MINIMUM QUALIFICATIONS:**

Training and Experience: Completion of the eighth grade and one year experience in public contact work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Some knowledge of security regulations; some knowledge of building maintenance.

Ability to follow oral and written instructions; ability to meet and deal with the public; ability to maintain simple records; ability to establish and maintain effective working relationships with fellow employees and the public.

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Director of Personnel

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Department Head